

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070049-7

REPORTS INVENTORY					CONTROL NO. 017											
PREPARE IN DUPLICATE																
1. TITLE OF REPORT (if a fill-in report include Form No.) 25X1 Report of Activities - [REDACTED]					2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>STATISTICAL</td></tr> <tr><td><input checked="" type="checkbox"/> NARRATIVE</td></tr> <tr><td>MACHINE-NAME LISTING</td></tr> </table>		STATISTICAL	<input checked="" type="checkbox"/> NARRATIVE	MACHINE-NAME LISTING							
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3. FUNCTIONAL AREA		<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>PERSONNEL</td><td>TRAINING</td></tr> <tr><td>LOGISTICS</td><td><input checked="" type="checkbox"/> SECURITY</td></tr> <tr><td>MEDICAL</td><td>FINANCE</td></tr> </table>		PERSONNEL	TRAINING	LOGISTICS	<input checked="" type="checkbox"/> SECURITY	MEDICAL	FINANCE	ADMIN. GENERAL OTHER (specify)						
PERSONNEL	TRAINING															
LOGISTICS	<input checked="" type="checkbox"/> SECURITY															
MEDICAL	FINANCE															
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 2												
7. FORMAT (memorandum, form computer print-out, etc) Dispatch		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>YES</td><td>IF YES GIVE ADP PROCESSING NO.</td></tr> <tr><td><input checked="" type="checkbox"/> NO</td><td></td></tr> </table>		YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Director of Security								
YES	IF YES GIVE ADP PROCESSING NO.															
<input checked="" type="checkbox"/> NO																
10. PREPARING COMPONENT (include lowest level contributing information to report) 25X1 Security Officer, [REDACTED]			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None													
12. COST FACTORS																
A. MANUAL PREPARATION AND REVIEW COSTS																
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR										
GS-15	\$11.00	8		\$88.00	4	\$352.00										
GS-07	3.89	4		15.56	4	62.24										
						\$414.24										
B. COSTS OF COMPUTER PRODUCED REPORTS																
N/A																
TOTAL COSTS PER YEAR						\$414.24										
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To keep the Director of Security apprised of the activities of Security Careerists detailed overseas to serve as security officers at overseas facilities. This reporting began in 1954 on a monthly basis and was recycled to a quarterly basis in November 1968.																
14. FUTURE GOALS																
16. DATE OF INVENTORY 25X1 October 1970					17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070049-7 SA/DD/PTOS/OS											
18. EXTENSION [REDACTED]																
15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td><input checked="" type="checkbox"/> RETAIN AS IS</td><td><input type="checkbox"/> OTHER (explain)</td></tr> <tr><td><input type="checkbox"/> CHANGE</td><td></td></tr> <tr><td><input type="checkbox"/> DISCONTINUE</td><td></td></tr> </table>					<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/> CHANGE		<input type="checkbox"/> DISCONTINUE		ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>MAN-HOURS</td><td>DOLLARS</td></tr> <tr><td>0</td><td>0</td></tr> </table>		MAN-HOURS	DOLLARS	0	0
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25X1